I. **AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. **PURPOSE:**

To ensure contact with local institutions of higher learning is maintained through Community Based Services (CBS).

III. **APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Chief of Operations, Executive Management Advisor, Regional Directors, Regional Managers, and employees of Community Based Services (CBS)

IV. **DEFINITIONS:**

*Community Based Services (CBS)* - Includes all regional probation and parole offices located throughout the state.

*Regional Managers* - Managers of the Community Based Services (CBS) regional offices located throughout the state.
V. POLICY:

CBS shall make reasonable efforts to initiate and maintain contacts with local colleges and universities through a designated liaison at the unit level.

Regional Managers are responsible for the development of additional procedures to implement this policy.

VI. PROCEDURES:

A. Each CBS Regional Manager shall designate a staff liaison to initiate contact with local colleges and universities. Contacts can prove beneficial to both CBS and the university by utilizing the resources each has available.

1. CBS may use the university resources for the following:
   a. Training and staff development;
   b. To incorporate faculty and student expertise in program development; and
   c. To expand its pool of volunteers.

2. CBS may offer the following:
   a. Guest lecturers for criminal justice classes;
   b. Statistical data for research pursuant to YS Policy No. A.3.3; and
   c. A place for student internships and practicum’s.

B. The liaison shall establish and maintain a file for each college and university in the region, with documented contacts and correspondence.

C. When CBS is advised of a workshop or seminar sponsored by the college or university which is relevant to YS’ mission, the information shall be shared with other CBS Regional Managers.

Previous Regulation/Policy Number: D.10.23
Previous Effective Date: 03/11/2019
Attachments/References: